



**Cleveland Federal Executive Board
Cleveland Federal Community Leadership Institute**



Application

Directions: Please complete the entire application. Forward it to your immediate supervisor and agency head for endorsement and signature. Submit the original and one copy along with an agency check for tuition in the amount of \$750 per applicant to: Cleveland Federal Executive Board, Attn: CFCLI, 355 Anthony J. Celebrezze Federal Building, 1240 East Ninth Street, Cleveland, OH 44199-2002, by Friday, August 4, 2006.

General Information

1. _____
Last Name First MI
2. _____
Preferred First Name Position/Series/Grade/Rank
3. _____
Home Address City/State/Zip
4. _____
Agency Name/Address City/State/Zip
5. _____
(H) Telephone (W) Telephone (W) Fax
6. _____
Email Address

QUESTIONNAIRE - ADDITIONAL SHEETS MAY BE ADDED IF NEEDED

1. Please describe your present job responsibilities.

2. List any civic, professional, religious, and/or other organizations in which you are currently involved. Note any leadership positions, i.e. office, committee. Note special awards or citations.

3. Given the opportunity for Federal agencies to impact the Greater Cleveland community, what issue(s) would you address? What approach would you take?

4. Why do you want to be selected for the Cleveland Federal Community Leadership Institute (CFCLI)? What do you hope to gain by your participation?

5. Please identify your leadership strengths and weaknesses.

6. How will your agency benefit from your participation in this program?

7. We anticipate using part of this information in the CFCLI Alumni Directory. Please indicate your concurrence to do so by initialing here: _____

Applicant/Employer Agreement

Applicant/Supervisor/Agency Head Commitment

The Cleveland Federal Community Leadership Institute (CFCLI) is a 9-month commitment that begins with a **mandatory orientation** in October. **If the participant is unable to attend the mandatory orientation, he or she will not be permitted to participate in the CFCLI Program.** The Leadership Institute meets the fourth Tuesday of each month (unless otherwise noted) from October through June. Classes begin at 8 a.m. and end at 4:30 p.m. Participants **must** attend all classes, cooperate in a group project, and complete all assignments. Time commitment requires one full working day each month and an additional 8 to 12 hours per month for group projects and assignments.

Applicant Commitment

I have read and understand the requirements for participating in the CFCLI and agree to abide by such requirements.

Print Name and Agency

Signature of Applicant

Date

Immediate Supervisor Commitment/Endorsement

I have read and understand the requirements for successful participation in the CFCLI.
I endorse the full participation of the above-named employee.

Print Name

Signature of Supervisor

Date

Agency Head Endorsement

I have read and understand the requirements for successful completion in the CFCLI.
I endorse the full participation of the above-named employee.

Print Name

Signature of Agency Head

Date